

**Board of County Commissioners
Leon County, Florida**

Policy No. 03-

Title: County Vehicle Assignments

Date Adopted: June 24, 2003

Effective Date: October 1, 2003

Reference: Ch. 112.061, F.S.

Policy Superseded: Policy 95-6, "County Vehicle Assignments," Adopted 5/9/1995

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 95-6, adopted by the Board of County Commissioners on May 9, 1995 is hereby repealed and superseded and a new policy is adopted in its place, to wit:

Section I

- A. County vehicles will be used only by designated County employees within the scope and purpose of official business. Executive heads of departments will be responsible for controlling such use in accordance with this policy.
- B. Employees who use privately owned vehicles for official travel and/or business (local or otherwise) in lieu of County vehicles must be authorized by the department head. Whenever travel is by privately owned vehicle, the employee shall be entitled to a mileage allowance permitted by Florida Statutes (F.S. 112.061) and/or the County Travel Policy for such travel.
- C. Improper use of County vehicles as determined by this policy will necessitate just and proper action by the County Administrator in compliance with disciplinary actions as outlined in existing Personnel Policies. A report of such incidents will be filed with the County Administrator.
- D. Persons other than County employees are not permitted use of County vehicles except as authorized by this policy for official business. Exceptions may be made for emergency situations involving the protection of life and property.

- E. All vehicles must be the most appropriate for the task for which they are assigned. Consideration must be given to the terrain where the vehicle is normally operated, type of equipment carried, job duties of the individual, economy of operation, maintenance and other valid considerations.
- F. Vehicles will be classified in the following categories:
 - Category A: Vehicles assigned to specified employees with overnight use permitted.
 - Category B: Vehicles assigned to specified employees without overnight use permitted.
 - Category C: Vehicles assigned to a division with overnight use permitted.
 - Category D: Vehicles assigned to a division without overnight use permitted.
 - Category E: Vehicles permanently assigned to an inter-departmental vehicle pool.
- G. Vehicles shall be used in accordance with Sections II, III, IV, V and VI of this policy.
- H. Vehicle records will be maintained by the Fleet Management Division.
- I. All vehicles will carry an official County license plate, County seal, petroleum issue card, current insurance card and vehicle registration papers.
- J. Group directors shall be responsible for the enforcement of this policy.

Section II

Category A: Vehicles assigned to specified employees with overnight use permitted.

- A. An overnight vehicle assignment shall be made only when it is found to contribute significantly to the efficiency and effectiveness of Leon County, is cost effective on its own merit, and is in the best interest of the citizens of Leon County.
- B. Vehicle assignment will be considered and evaluated on an individual basis. Application for approval shall be evaluated by the County Administrator or his/her designee. All applications for this category will be evaluated based on the following criteria:
 - 1. Permanent Overnight Vehicle Assignment, Emergency Response Vehicle and Specially Equipped Vehicle.
 - a. The nature and function of the department, division or section requires that employees respond in a timely manner on a seven day, 24-hour basis. This assignment will be limited to emergency response vehicles and specially equipped vehicles only.
 - B. Emergency Response Vehicles and Specially Equipped Vehicles will be limited to one (1) assigned vehicle per work unit. Any exceptions must be approved by the County Administrator.

2. An employee with an overnight vehicle assignment must have had to use that vehicle in responding to off-duty-hour situations/emergencies on an average of four times per month for the preceding three month period, and documentation must be available to support this. Employees subject to call on a 24-hour basis are:
 - a. approved by the County Administrator for specific duties and responsibilities.
 - b. Approved by the appropriate group director for specific duties and responsibilities not to exceed a 48-hour period.
3. Documentation of increased employee productivity, and increased efficiency and effectiveness of County government service delivery, may be considered for overnight assignment. Documentation must show a time and/or cost savings to the County because of overnight assignment of that vehicle.
4. The approving authority may opt for payment of mileage or allowance in lieu of take-home vehicle assignment, when it is considered in the best interest or most effective to the County to do so.

Section III

Category B: Vehicles assigned to specified employees without overnight use permitted.
Vehicles assigned to this category are for employees whose job responsibilities require the use of a vehicle at least 20 hours per week and travel an average of 300 mile per week on County business, but do not meet the managerial, on-call, or irregular work hours criteria required for assignment under Section II.

Section IV

- Category C: Vehicles assigned to a division with overnight use permitted.**
- A. Vehicles in this category include those not assigned to individual employees in Section II and Section III, but are designed or equipped for specialized functions where response time will be enhanced by allowing vehicles to remain in the custody of individual employees on a rotating basis after normal working hours. More than one employee must be capable of using the equipment in an emergency.
 - B. Employees assigned to take the vehicle home must be required to keep the appropriate dispatcher advised of their whereabouts on a 24-hour basis, or be equipped with a paging device so the employee may be reached at all times.

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Section V

Category D: Vehicles assigned to a division without overnight use permitted.

Vehicles assigned to this category must be designed or equipped to perform highly specialized functions, or provide needed transportation which would preclude their use as general pool vehicles, but do not require being driven home by employees to facilitate emergency response.

Section VI

Category E: Vehicles permanently assigned to an inter-departmental vehicle pool.

Vehicles assigned to this category include all vehicles which are not included in Sections II, III, IV and V. Such vehicles shall be assigned to general locations, which shall be determined from time to time by the County Administrator, for use by County employees on official business.

Section VII

A. Based on the Take-home Vehicle Justification Form submitted by current County vehicle assignees, and the strict application of the above criteria in Section II, the following five have, as an integral part of their job function, responsibilities that require seven day, 24-hour emergency call provisions:

1. Director, Animal Control;
2. Mechanical Supervisor, Facilities Management;
3. Director, Public Works Operations;
4. Roadway Superintendent;
5. Construction Superintendent of Public Works Operations;

B. Car Allowances

In lieu of providing County vehicles, the County Administrator may authorize monthly car allowances based on either of two criteria:

1. Job usage requirements; or
2. Employment enhancement.

Employees authorized car allowances based on criterion 1 job usage requirements, will receive \$325 monthly, which will be adjusted annually for inflation as measured by the Consumer Price Index. Employees receiving car allowances based on criterion 2 employment enhancement will receive \$275 monthly.